

FSB Standards Configuration Control Board (CCB) Policy

Purpose

The purpose of this policy is to ensure that FSB documents (policies, processes, procedures, standards, guidelines, and templates) are baselined and controlled.

To ensure availability of consistent versions of these documents.

Policy Statements

- (1) There will be a configuration-controlled on-line repository of FSB policies, processes, procedures, standards, guidelines, and templates.
- (2) There will be a FSB Configuration Control Board (CCB), chaired by the Branch Head or the Branch Head's designated alternate, to authorize additions and changes to the repository.
- (3) The CCB will approve ("baseline") versions of documents for use by Branch personnel.
 - The normal period of Branch review before a new document is baselined at a CCB meeting will be at least 3 weeks.
 - There will be at least a 1 week review period before DCRs to baselined documents will be discussed at a CCB meeting.
- (4) The contents of the repository will be available to Branch personnel.
- (5) There will be a mechanism for Branch personnel to suggest corrections or improvements (Discrepancy/Change Requests (DCRs)) to baselined documents.
- (6) The CCB will maintain a history of the disposition of DCRs.
- (7) The CCB will maintain a history of changes to the repository contents.

Ownership

The FSW Branch Head is the owner of this policy. The FSB Standards CCB has approval authority.

Change History

Version	Date	Change
0.3	06/15/04	DCRs #65 and #66 - addition of 2 bullets to paragraph (3) – review periods for new documents and DCRs to baselined documents.
0.2	04/10/03	Second draft.
0.1	04/03/03	Initial draft.